

STATE LIBRARY OF MASSACHUSETTS

ANNUAL REPORT

FOR

FISCAL YEAR 1996

JULY 1995 – JUNE 1996



## Annual Report of the Board of Trustees

To the Governor and to the Honorable Senate and House of Representatives in General Court assembled:

The Trustees of the State Library make this their eighty-sixth annual report for the fiscal year ending June 30, 1996, under provisions of Chapter 5, Section 37 of the General Laws (Tercentenary Edition).

Trustees of the State Library  
July 1, 1995-June 30, 1996

By Virtue of State Office Held:

Thomas F. Birmingham  
President of the Senate  
Designee: Robert Cawley

Charles F. Flaherty  
Thomas M. Finneran (from April 10, 1996)  
Speaker of the House of Representatives  
Designee: Representative Marie J. Parente

William Francis Galvin  
Secretary of the Commonwealth

Appointed by the Governor:

Date of Appointment

Frances Burke  
2 Hubbard Street, Canton, MA 02021

January 14, 1982

Andrea Gordon  
163 Gun Hill Street, Milton, MA 02186

June 1, 1991

Robert H. McClain, Jr.  
9 Walnut Street, Boston, MA 02108

May 3, 1988



DRAFT

## ANNUAL REPORT OF THE STATE LIBRARIAN

July 1, 1995 – June 30, 1996

This fiscal year, despite a winter so severe that it saw the library closed on two separate occasions because of blizzards, the Library continued its efforts to get the on-line catalog up and running and to add as many records to it as possible. It also saw the completion of a report on a renovation plan for the Library which if put into effect would position the library strongly for the 21<sup>st</sup> century. Efforts also began to install a local area network for the library which will allow for staff e-mail and Internet access.

The report on the Library renovations was prepared by CSS Architects of Wakefield, MA and released in January. Also produced was a feasibility study to restore the stained glass skylights in the main reading room. The renovation report calls for a complete gutting of the stacks in all storage areas, installation of compact shelving in the stacks in Room 55, re-configuration of staff work areas, and provision of new climate control and electrical systems. Funding is also called for to convert all of the Library's bibliographic records to electronic format and to finish various de-selection projects within the collection. Restoration of the architecturally significant spaces within the library is also included. The Library hired Jay Lucker, Director of the MIT Libraries and a well-known library consultant and space planner, to assess the report and advise on its provisions and contents. A timeline of three to four years is set forth for completion of the project; cost is a significant factor in its approval.

One of the library's great treasures, William Bradford's journal, Of Plimoth Plantation, was requested for display by the Pilgrim Society as part of the celebration of the 375<sup>th</sup> anniversary of the founding of Plymouth. The manuscript was on display from October 19 through October 30, 1995 in Pilgrim Hall in Plymouth. Great care was taken by all parties to this loan to assure the safe transfer and display of the journal. Maps and books from the Library's collection were also borrowed by the Commonwealth Museum to be part of an exhibit about geology in Massachusetts. Images from the Library's collection were included in books about the Hoosac Tunnel, the letters of the 55<sup>th</sup> Massachusetts Volunteers in the Civil War, and in an exhibit at the Boston Society of Architects about Allston and Brighton.

In October 1995, a significant step in the Library's history was taken when the card catalog was closed and the production of catalog cards was stopped. As of November, the on-line catalog became officially available, with some 100,000 bibliographic records in the database, including federal documents and materials from Special Collections. Cards for items now accessible in the on-line catalog were pulled from the new card catalog and the physical catalog units were removed from the reading room. At the same time cards in the old card catalog, which contains records for items cataloged before 1975, were consolidated. Getting to this point in providing electronic access to our resources has been a long and complicated process, and staff are to be





congratulated for bringing this about. The on-line catalog has had a significant impact on public service. It is easier to locate state documents, especially special legislative commission reports; there is greater speed in loading records for new items; and detailed searchable notes about library holdings can be added. Because the library is divided into three geographic areas, with the Special Collections Department far from the main part of the library, it is much easier to access materials in all areas if it is not necessary to rely on the card catalog to do so.

The Cataloging Department undertook several other projects this year to help provide better access to sections of the collection. As with many libraries with long histories, important segments of the State Library's collection have never really been cataloged or have only been cataloged in a very general way. With the advent of the on-line catalog, the Cataloging Department has been working in several frequently used areas of the collection to make these materials accessible to users. Current and historic newspapers owned by the Library have been cataloged and their records made available. The records for the law periodicals are being updated and entered into the on-line catalog. Many of the historic sets of Massachusetts statutes have been cataloged for the first time by the Library. Cataloging of Massachusetts town monographs has been an ongoing project during the year. In addition documents received from the now defunct Massachusetts Department of Manpower Development have been cataloged and are ready for use.

Technology continued to bring new services and new ways of doing things to the library. A server and data communications equipment were purchased and a local area network was installed in the library. Additional workstations were also purchased. Wiring was added to increase access from staff desktops to the local area network. Increased Internet access was provided. An electronic database was created to provide access to the State House News Service. Planning continued to allow easier access to information on CD-ROM and a 24-drive CD tower was purchased. This is especially important as the trend continues to release more and more federal documents in electronic format. The federal census data serve to illustrate this point: census information from 1790-1980 has been published in paper, data from 1980 appeared in microfiche, that from 1990 in CD-ROM, and data from the year 2000 is expected to be available over the Internet. With the changing formats comes concern over the long-term access and preservation of various types of materials. Documents appearing only on the Internet may be available for only a limited time; how access will be provided to these materials in the long-term is unknown at this point but is causing great concern among all librarians.

The State Librarian and members of the staff took an active role this year in various library groups and organizations. The State Librarian is a member of the Boards of Directors of the Boston Library Consortium, the Central/Western Massachusetts Automated Resource system, and the New England Deposit Library and is a member of the state's Records Conservation Board. Library staff members participate in various activities and committees of the Boston Library Consortium, including those of the Public Services, Cooperative Collections, Program, Information Technology, and Union





List Committees. The Documents Librarian is a member of the Government Documents Interest Group, and those involved with the circulation of materials attend meetings of the Circulation Round Table. The Documents Librarian is also an active member of the Government Publications Librarians of New England; the Head of Reference Services participates in and was on the Nominating Committee of the Association of Boston Law Librarians. The Special Collections Librarian represents the Library on the Statewide Committee on Preservation and Access and is a member of the Committee for a New England Bibliography. She and the Documents Librarian attend meetings of the Massachusetts Geographic Information Council.

The advent of new technology makes staff training an especially important activity. Most staff members attended Word for Windows training offered through the IT bond fund. Appropriate staff were trained in features such as bibliographic maintenance and circulation functions of the on-line catalog. Others took classes in American Sign Language, attended training sessions on copyright issues and on using various commercial databases on-line or on CD-ROM. The Internet continued to play an increasing role in public service activities, and staff continued to educate themselves and others about its many resources.

Collection development is an important library activity; several significant additions to the library's holdings this year included more than 350 state documents received from the Department of Manpower Affairs, which no longer exists as an agency; all of the charter school applications, for which the State Library is the only source; and a collection of state documents received from the Littauer Library at Harvard. Papers of former governor Foster Furcolo were received from his family in December. Approval was also received from the Senate President for deposit of the videotapes of Senate proceedings with the Library. Several manuscript collections were processed and made available this year. Among them were the records of the Doric Dames, the papers of Representative Stephen Doran and those of Representative Kevin O'Sullivan which reflected his work on legislative redistricting. The State Library's own papers and records were also processed and cataloged for the first time in the Library's long history. Continuing need for space and the desire to have an appropriate collection also led to several de-selection efforts. In the federal documents collection, the project of deselection of Congressional hearings was completed. Two ongoing projects involved de-selection of limited retention materials and evaluation of parts of the social science collection, especially in the areas of transportation and public utilities.

Naomi Allen was this year's recipient of the Performance Recognition Award. Her good service to users in the Reference Department and her cheerful demeanor to staff and patrons alike was recognized by her colleagues; Ms. Allen was honored at a ceremony for award winners in October.

Through the generosity of Robert B. Severy three paintings in the Library's collection were sent to a conservator for cleaning and refurbishing this year. Portraits of former State Librarian Caleb Tillinghast and Josiah Benton, a trustee of the State Library from 1909 to 1913, were returned to the library in December 1995. The portrait of



Charles Coffin, author, journalist and Civil War correspondent, was treated and conserved along with its frame, which was regilded and stabilized. All of the work was done under the auspices of the Massachusetts Art Commission as part of its program of conservation and preservation of the State House art collection.

There were several staff changes this year. Pon Nokham, an Acquisitions Assistant, left in April. In October Anne Meringolo was hired as the Serials Librarian; Ms. Meringolo worked in the Serials Department at the Countway Library of Medicine before joining the library staff. Nancy Bojan joined the Technical Services staff in October, and Maria Vagianos was hired in May with responsibilities in acquisitions and cataloging.

Introducing users to all of the Library's varied resources is an important activity for staff members. Reference staff members produced a bibliography on welfare reform and also one which outlined library resources on the history and current usage of Massachusetts' forests done at the request of the Special Commission on Forest Management Practices. Tours were offered to people from various state departments and to staff from member libraries of the Boston Library Consortium. Members of the Reference staff gave a workshop on legal research at the Newton Public Library and the Special Collections Librarian spoke at the annual orientation of the Doric Dames, outlining the history of the various State House artifacts owned by the Dames and kept in the library.

As the new fiscal year begins, the staff looks forward to the possibility of renovations to the library and to exciting new ways to provide access to information. At the same time good customer service and care and protection of the library's historic resources continue to be a primary focus.







## Statistical Report

### Use Statistics

Number of library users	26,264
Number of materials used	19,654
Number of materials circulated	2,414

### Interlibrary loan

Materials loaned by State Library	774
Materials borrowed by State Library	192

### Technical Services/Cataloging

Number of items cataloged	3,421
Number of serial titles purchased	1,248
Number of serial titles received but not purchased	511
Total number of serial titles received	1,759

### Library Collections

Volumes added during year	9,689
Volumes withdrawn during year	N/A
Total of increase to collection	9,689
Number of monographs purchased	1,491
Number of federal documents received	5,163
Number of state documents received	2,149

### Conservation of Library Materials

Number of items receiving in-house treatment	549
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Total number of materials in Library as of June 30, 1996 (All formats)	833,810
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